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REFORM '88: Elimination, Consolidation and Cost Reduction
of Government Publications

Over 2,000 government publications--one out of every six--are targeted for termination or consolidation into other publications under the Reagan Administration's continuing drive to eliminate costly, redundant and superfluous publications, Office of Management and Budget Deputy Director Joseph R. Wright, Jr., announced today.

In response to a Presidential directive announced in April 1981 and as a result of the review that OMB directed agencies to undertake last October, sixteen percent of all government publications will be discontinued. This amounts to 70 million copies -- 1/12 of the 850 million copies printed which are enough to provide every household in the United States with ten copies.

According to Wright, the initiative, together with 4,500 other cost reductions proposed for an additional 2,300 publications, will produce cost savings of more than one-third of all Federal publications. One out of three government publications will have its costs reduced or eliminated.

"Until the President directed a complete review of all government publications, Federal departments and agencies were printing about 12,000 publications," Wright said. "As a result of this in-depth study, our printing bill will be reduced from \$173 million in 1981 to about \$152 million in 1983. This is despite increased printing costs."

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"This project is the culmination of a year and a half's work. The fact that this was more difficult and time-consuming than originally anticipated underscores the need for Reform '88," Wright said. "The process of identifying, describing, and evaluating over 12,000 publications was a far more mammoth undertaking due to the internal inadequacies of the agencies' systems."

Wright cited that many agencies had no conception of the number or cost of their publications. Inventories of periodicals had never been centralized. There was a need to design and implement a process to review and reduce that inventory through the use of the agency's approved control plan. Each agency's inventory and reduction proposals were reviewed by the agency's OMB budget examiner. Often this triggered a further round of review and reduction.

Wright emphasized that "the cutback will not affect needed and necessary printed materials that should be available to the public. Use, not abuse, is the key phrase of this program as we evaluate the importance and use of each publication."

"Many of these publications are duplicative of pamphlets and brochures that are readily available at little or no cost from product firms or private publishers," Wright continued.

The Department of Health and Human Services was the largest single distributor accounting for over 350 million copies or over 40 percent of the federal total. The average cost to produce each title is over \$11,000. Three Departments--Energy, Labor and Agriculture--lead the list in publication elimination and consolidation.

Examples of printed periodicals, pamphlets and other publications that have been eliminated include: How to Buy a Christmas Tree, Have a Sparkling Clean Kitchen Sink, Make Dishwashing Easy, Hot Springs Bathing Instruction, Wondering Which Way to Turn and Tips for Cashiers.

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FACT SHEET

Reform '88: Elimination, Consolidation and Cost Reduction of Government Publications

SUMMARY

President Reagan's directive to eliminate unnecessary spending on Government publications has resulted in:

- ° the elimination or consolidation of 2,000 publications or one out of every six. This accounts for more than 70 million copies or 8 percent of all copies printed.
- ° the cost of another 2,300 publications is being reduced which means that more than one out of every three Federal publications will have its costs reduced.
- ° cost reductions will exceed \$20 million, a 15 percent reduction of the cost of these publications since the project began. This is despite rapidly rising publishing costs.

Additional actions are being taken to more closely review the remaining publications as part of Reform '88.

BACKGROUND

- ° In April 1981, the President directed agency heads to impose a moratorium on new publications and audio-visuals and to work with OMB on reducing these costs.
- ° Pursuant to this directive, OMB issued instructions to the agencies on 1) implementing the moratorium, 2) reviewing all existing and planned activities, 3) developing tighter approval systems, and 4) reporting to OMB on funding reductions.
- ° In October 1981, further OMB instructions targeted existing publications by requiring each agency to 1) list inventory information about each of its existing publications, 2) review each publication for elimination, consolidation and cost reductions, and 3) report to OMB on these additional funding reductions.
- ° The list of agency publications and proposed reductions were reviewed by agency central office staff and OMB budget examiners, and further reductions were made.

RESULTS

Number of Publications

The agencies identified 12,217 periodicals and pamphlets in their inventories. Agriculture reported the largest inventory of publications with almost 2,800 titles. Interior and DOD each reported about 1,800 titles, and HHS listed almost 1,100 titles. These four agencies accounted for more than 60 percent of all publications listed.

Number of Printed Copies of Publications

Last year, the Federal Government printed almost 860 million copies of these 12,217 titles, or more than 10 copies for every household in the United States. HHS was the largest single distributor, accounting for more than 350 million copies, or over 40 percent of the Federal total. Agriculture and Treasury were the only other agencies reporting over 100 million copies each.

Elimination of Publications

The agencies have proposed the elimination or consolidation into other publications of 2,000 existing publications, or one of every six titles. Agriculture alone proposed cancellation of over 850 titles. These 2,000 publications to be discontinued account for more than 70 million copies, or more than 8 percent of all copies printed. Agriculture led all agencies in number of publications eliminated (742) and the percentage (27 percent) eliminated. Next, DOD (212), Labor (186) and Interior (102) were the only other agencies with more than 100 eliminations each. Treasury and Commerce had the fewest eliminations, with less than 4 percent scheduled for elimination.

Consolidation of Publications

In addition to 1,762 eliminations, the agencies are proposing the consolidation of 236 publications. Agriculture again led all agencies in consolidations, more than half. Agriculture proposed more than five times as many consolidations as the next highest agency.

Agency Costs

DOD had the largest publications cost of any agency, more than \$28 million. HHS was next with \$24 million in costs. Agriculture and Treasury followed with \$13 million and \$12 million respectively. These four agencies account for almost three-fifths of the cost of all Federal publications.

Average Cost Per Publication

The average cost to produce each title is more than \$11,000 and ranges from less than \$3,400 in Interior to more than \$22,000 in HHS. The per-copy cost varies among agencies from about 10 cents to about 50 cents per copy.

First Issue Dates

Information on first issue dates was provided for 71 percent of the titles. The information provided reflects only the first issue date of publications that are still being distributed. Where first issue dates were given, the 1976-1980 period had the most new issues, with more than 45 percent of the total. This contrasts with only 18 percent of the first issues being started in the 1971-1975 period.

Other Types of Cost Reductions

In addition to the 2,000 discontinued publications, the agencies proposed 4,478 cost-reduction actions on 2,300 other publications so that one out of every three Government publications will have its costs reduced (more than 4,300 out of 12,217). The others are still under review.

Total Cost Reductions of Publications

When these cost reduction actions are added to the 2,000 eliminations and consolidations, the number of publications with some cost-saving action will total more than 4,300 titles, or over 35 percent of all Federal publications. Thus the review accomplished so far will reduce the cost of one out of every three Federal publications going to the public. The other two out of three Federal publications are still being reviewed to find additional cost savings.

Savings from Eliminations, Consolidations and Cost Reductions

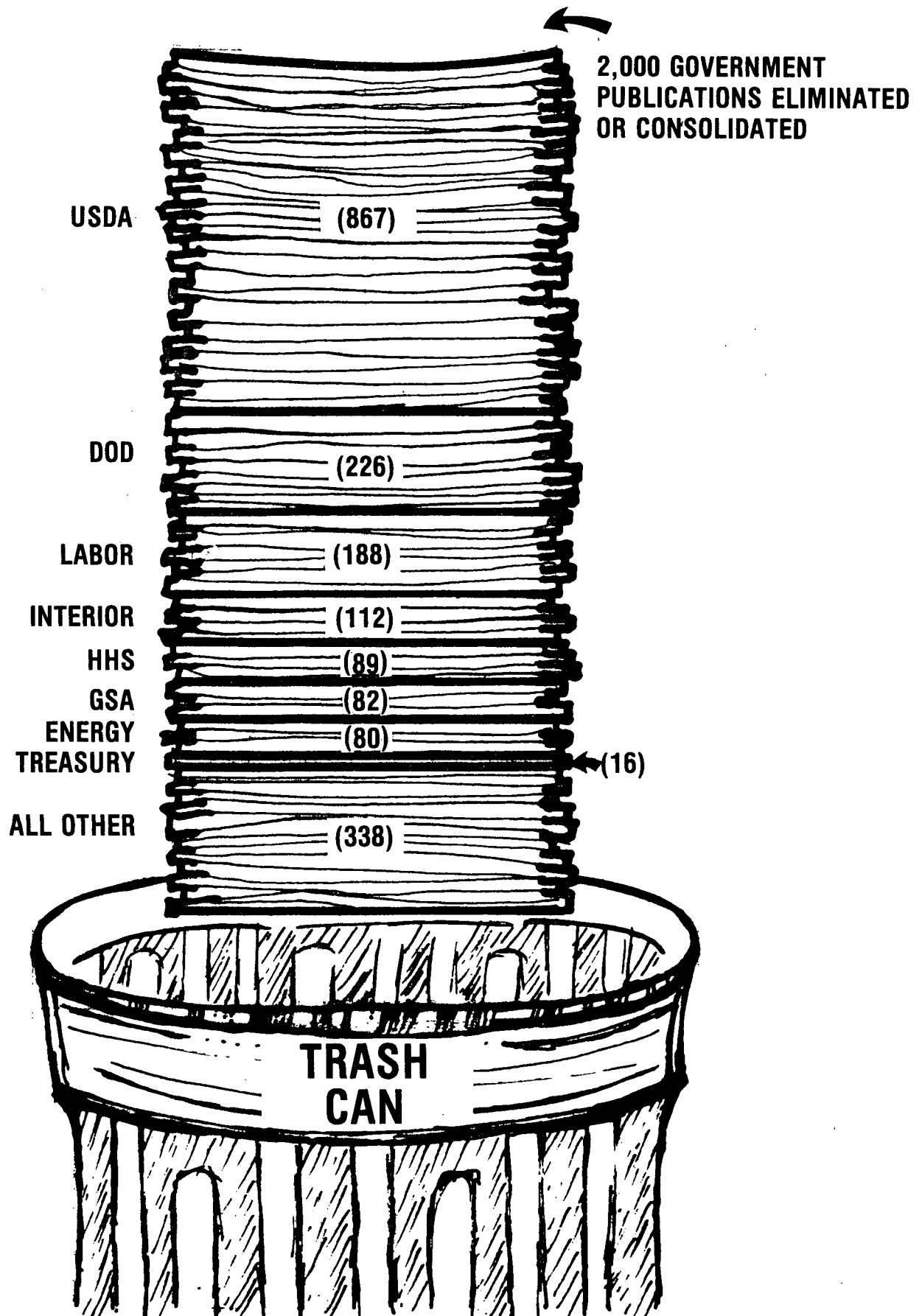
The savings that would result from these eliminations, consolidations, and cost reductions total more than \$20 million for all agencies. Overall, these savings represent a reduction of more than 15 percent of the cost of these publications since the project began. On a fiscal-year basis, the cost reductions from 1981 to 1983 will be more than \$20 million. Similar savings are expected during 1983 to 1985 as part of Reform '88. Agriculture, Energy and Labor had the largest reduction in costs from 1981 to 1983 with about 20 percent reductions.

The Need for Reform '88

The fact that this project took far longer than anticipated -- a year and a half -- underscores the need for Reform '88. As part of Reform '88, publications reductions will be monitored by the management tracking system being used to quantitatively measure the quarterly accomplishment of Reform '88 goals. Following the Department of Agriculture model, each agency will be reviewing its publications for increased user fees.

OMB will be working with agency heads to establish additional eliminations and other cost reductions. As an example of continuing duplications and overlap in Government publications, the words "energy", "fish", or "home", were mentioned in more than 300 different titles. These and other examples of repetitious titles are being sent to the appropriate agencies as part of an interagency review to identify additional duplication and overlap in existing publications.

ELIMINATIONS AND CONSOLIDATIONS OF GOVERNMENT PUBLICATIONS BY AGENCY



GOVERNMENT PUBLICATIONS THAT ARE BEING ELIMINATED, CONSOLIDATED OR REDUCED

ALL GOVERNMENT
PUBLICATIONS (12,200)

PUBLICATIONS THAT
ARE BEING ELIMINATED
OR CONSOLIDATED
(2,000)

PUBLICATIONS WITH
COST REDUCTIONS
(2,300)

PUBLICATIONS STILL
UNDER REVIEW

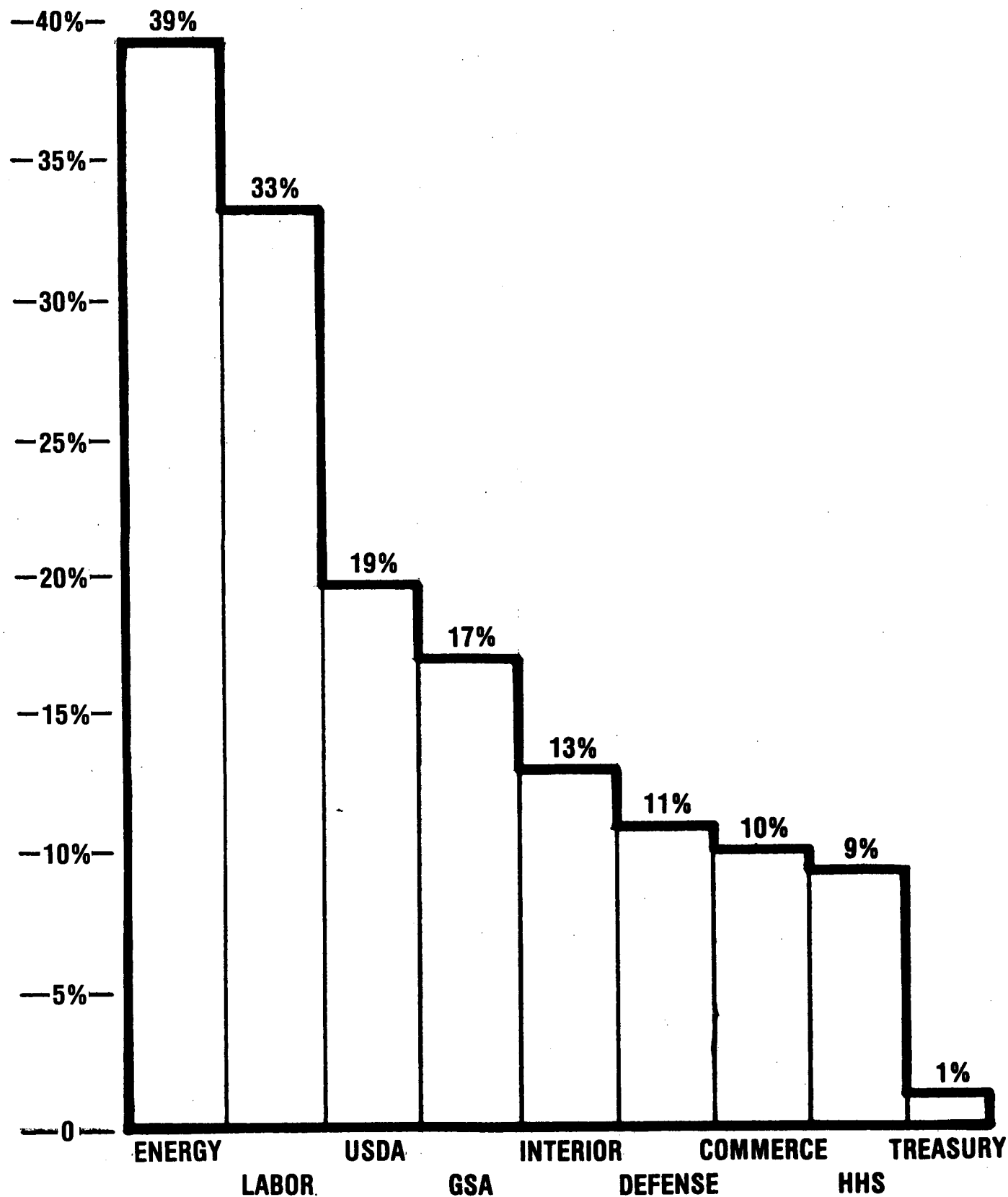
ONE OF EVERY
THREE GOVERNMENT
PUBLICATIONS IS
BEING REDUCED

ALL OTHER
GOVERNMENT
PUBLICATIONS ARE
STILL BEING
REVIEWED

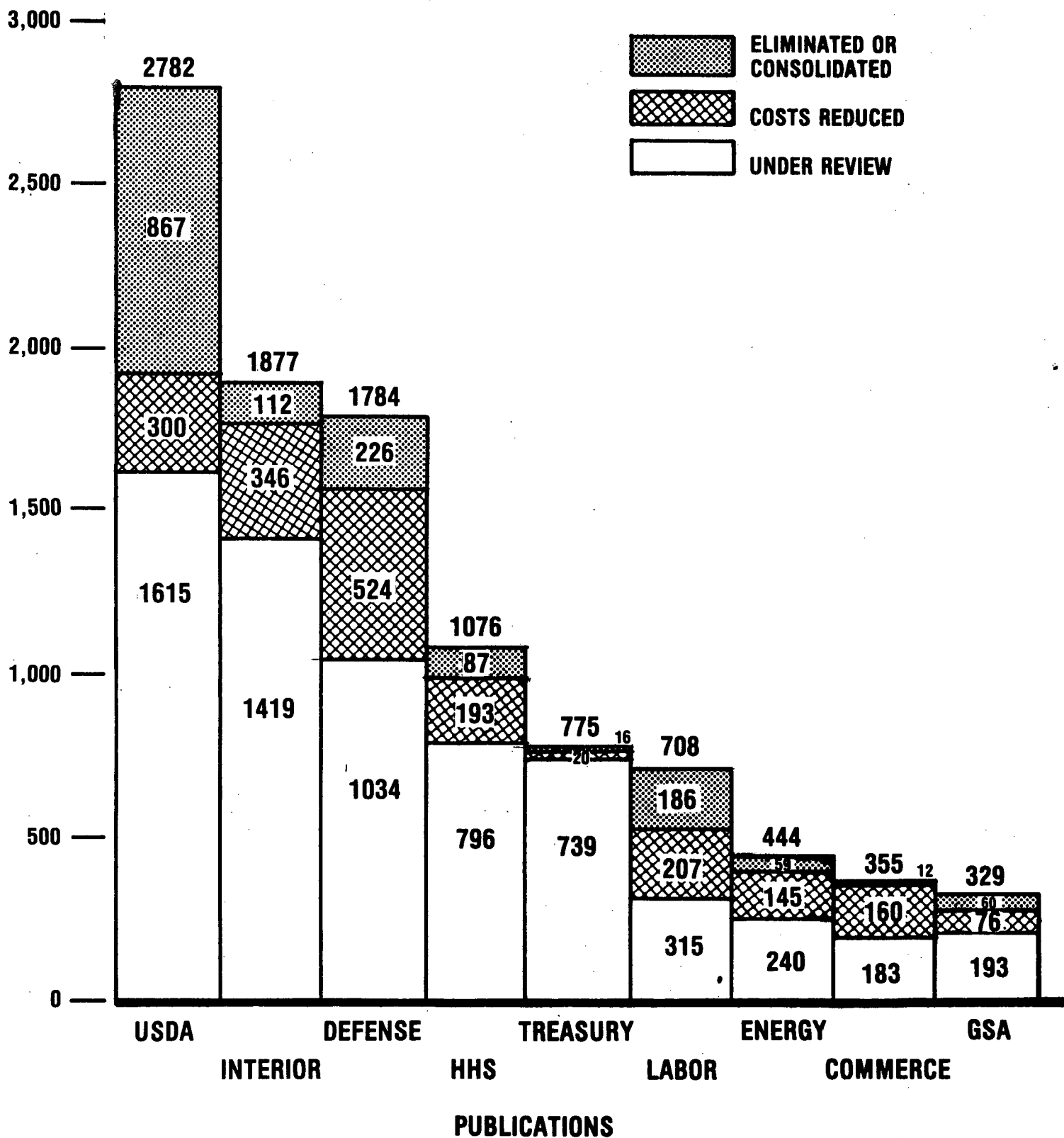
MAGAZINES

SAVINGS ON PUBLICATIONS AS A PERCENT OF COST BY AGENCY

SAVINGS AS A
PERCENT OF COST



DISPOSITION OF GOVERNMENT PUBLICATIONS BY AGENCY



THE FEDERAL GOVERNMENT PUBLISHES 860 MILLION COPIES OF PUBLICATIONS

